

CCR/FYI Steering Committee Retreat

July 30th 2009

Room 707 6116 Executive Blvd.

A day long retreat that aims to a) strengthen existing communication and collaboration between the Frederick and Bethesda campuses, b) maintain institutional memory through discussion and interaction with previous Steering Committee members, c) develop our skills for effective meeting management, and d) to develop short and long term goals for the CCR/FYI community going forward.

11:00	Welcome from Jonathan
11:05 – 12:00	Effective Meetings Mary Burness and Shannon Connolly, Office of Workforce Development, NIH
12:00 – 12:45	Lunch Testimonials from previous Executive Committee members Pizza will be provided
12:45 – 2:45	DiSC Assessment Mary Burness and Shannon Connolly, Office of Workforce Development, NIH
3:00 – 4:00	Steering Committee Brainstorming
5:00	Happy Hour Location to be determined

Notes from SC retreat

(Drawn from members, Jonathan, previous officers, and OWD)

1. Publicity chair – Needed?
2. NPA postdoc appreciation day?
 - a. Ideas
 1. Jeopardy competition
 2. Outdoor games
 3. Outdoor movies
 - b. Consensus was to do something with OITE since it is late to organize something on our own.
3. Do retreat once a year
4. This is one committee, and everyone has to work together, regardless of location. No more Bethesda vs. Frederick or North vs. South (Civil war is over!!)
 - a. This is an all inclusive committee that shares the same goals. We have to build not destroy bridges, even though our experiences might be different
 - b. Take initiative if you believe something needs to be done

5. Everyone on the committee is willing to help. So ask for what you need
6. We have to do a better effort in talking to postdocs. We are the best representatives of their interests. Engage individuals interested in joining the committee right away. Direct them to the right people and follow up with them
7. Updated list of subcommittee members has been distributed. Some members responded back with their corrections.
8. Each subcommittee must discuss its issues before the monthly SC meeting, and report its agenda to Jim before SC agenda is distributed
9. For the annual Colloquium, should have workshop for clinicians. Christian mentioned that he know someone who might be interested in helping with this.
10. Besides handouts, here some additional notes:
 - a. Determine if the meeting is necessary or not
 - b. Define the goal of the meeting
 - c. Define what needs to be accomplished
 - d. Post minutes of meeting on website
 - e. Need to keep track of time
 - f. Need to set ground rules
 - g. Use 'parking lot' concept: if a topic gets off-tangent, put it on the shelves and come back to it later or during another meeting
 - h. Get the room 30 minutes before the start of the meeting to allow enough time for set up
 - i. Clarify what each subcommittee does
 - j. Clarify the time commitment for each subcommittee so members understand what they are getting into
 - k. There should be accountability (if you say you will get sth done, you will and should)
 - l. Set goals for each subcommittee
 - m. Each subcommittee should have a folder of its own. This way info is passed on easily
 - n. Institutional memory
 - o. Take out what's important of bylaws and make them rules
 - p. Characteristics of an effective meeting
 1. Starts and ends on time
 2. Relevant, prepared, knowledgeable participants
 3. Ground rules are established and honored
 4. Goals and objectives are clear
 5. Group remains focused and on task
 6. Action items with ownership are identified

7. All members have a stake in success and participate fully